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INTELLIGENCE SCHOOL REPORT

New Activities Presented from 30 September 1959 to 31 March 1960.

Intelligence Orientation Faculty

1. A course in ELINT collection was developed and presented.
2. Faculty members have completed most of the work on the reading course that will replace the present lecture course, Intelligence Orientation.
3. At the request of OCR, the Chief of the Orientation Faculty organized and developed a symposium for OCR Collection Officers which was held  on 25-26 February 1960.

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Intelligence Production Faculty

1. The subject of photo interpretation of aerial and ground photography has been introduced into the training given to JOTs by the Intelligence Production Faculty in the Skills Familiarization Course and the Intelligence Production Course.
2. The new Advanced Writing Workshops have been constructed, one for ORR and one for DD/S officials. The ORR Writing Workshop has been given a first running.
3. Instruction on Interviewing Techniques has been included in the Intelligence Production Course for the first time. A training manual on Interviewing Techniques has been drafted and used in the Interviewing Techniques phase of the Course.
4. The subjects of ground and aerial photography as intelligence collection techniques have been added to the Intelligence Research (Maps) Course.

Management Training Faculty

1. The Faculty has designed courses so that each student group can benefit from (a) basic material common to all courses and (b) special data and subject of concern to that group. The Faculty now offers Supervision in Research and Analysis for research analysts and Survey of Supervision and Management for those persons, usually support personnel, who perform part of the supervisory job all of the time or

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all of the supervisory job part of the time. Full-fledged supervisors and managers are still accommodated in the regular Supervision and Management courses.

2. The Faculty has emphasized supervisory training geared to the peculiar needs of specific components of the Agency and have conducted two 16-hour conferences for the Cable Secretariat and three 40-hour courses for the Signal Center.

3. The Faculty is engaged in a long-range program to replace some of the old reading material with recent publications which are more comprehensive and, in some instances, more advanced insofar as theoretical development is concerned.

#### Operations Support Faculty

1. The Faculty reviewed a number of films for possible use in illustrating operational techniques, and selected the film "The Two-Headed Spy." A script and a selection sheet were drafted by the Staff to use as a teaching and testing instrument for the Operations Support Course. This material has been included as part of the testing series replacing "Operation Manhunt."

2. The Foreign Service booklet "Social Usage in the Foreign Service" was reproduced and placed in student kits.

3. Two new lectures have been added. Audio Counter Measures Familiarization has been included in the Operations Support schedule; Current Status and Objectives of International Communism has been added to the Administrative Procedures schedule.

#### Clerical Training Faculty

1. Three Agency-wide Filing Workshops (one for each component) has been held for clerical employees and other personnel interested in Agency filing problems. These workshops were held jointly by the Office of Training and the Management Staff.

2. To make the Clerical Orientation program as job-related as possible, additional time is now being spent on security procedures, telephone usage, Agency correspondence, and time-and-attendance reports. The elimination from the program of "Background of Communism" permitted the extension of the time required for the subjects listed.

3. In conjunction with the IBM Electric Typewriter Division, the Clerical Training Faculty has arranged a Typewriting Proficiency Program to be presented for the benefit of Agency personnel who use IBM typewriters.

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